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August 19, 1963

MONETARY BRANCH OPERATING PROCEDURE No. 19

SUBJECT: Delivery of Mail to Courier Service

#19

1. A procedure has been established whereby the Courier Service will mail Monetary mail at the Georgetown Post Office Sub-Station every work day prior to 1800. [] Chief of the Mail and Courier Branch, has established the above mailing procedure and assigned a courier the responsibility for handling our outgoing evening mail.

2. The Monetary mail to be mailed in the evenings will be turned over to the Deputy Chief, [] prior to 1700 each work day. It will be the responsibility of the Deputy Chief, [] to arrange for delivery of the mail to Room G B 31 Headquarters as soon after 1700 as possible. In the absence of the Deputy Chief, the Chief of the [] will be responsible for this function.

3. The mail to be forwarded during the middle of the day will be turned over to the [] by 1030 or prior to the normal daily trip to the banks. It will be the responsibility of the [] to accumulate the morning mail and mail same from downtown Washington. Personal mail may be mailed in the morning, but no personal mail is to be forwarded to the Courier Service for mailing in the evening.

4. Any problems in connection with the Courier Service mail, should be referred to the Chief or Deputy Chief of Monetary Branch.

[]
Chief, Monetary Branch

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